App. F. IX-4

Previous References

1939. (Cens)

File No. 18—39

Serial Nos. 2 & 3

Later References.
Cens 39—39, 12.1—2

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for Apr., 40.

SUBJECT.

Circulars Nos. 2 and 3 issued by the Census Supdt.

WD 0573—GPB—22,500—12-9-39

24.4.40

Circulars issued by the Census Superintendent

Census 18-39-2 G.M. 4169

4169 GM

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,

Dated Bangalore, ...30th March..... 1940. F. III-2

No. 699
Ends two

SECY. DEV. DEPT. 1 APR 1940 GOVT OF MYSORE

GEN. & REV. SECTT 1 1940 GEN. MIS.

FROM

P. H. KRISHNA RAO, ESQ., M.A.,
CENSUS SUPERINTENDENT IN MYSORE,
BANGALORE.

To

The Secretary to Government,
Development Department, Bangalore.

4075 GM Linked file

SIR,

In continuation of this Office letter No.320 dated the 25th March 1940, I have the honour to forward herewith three copies each of my Circulars Nos. 2 and 3 regarding the preparation of charge lists and the Census Calendar for 1940-41 respectively for the information of Government.

I have the honour to be,
Sir,
Your most obedient servant,

Census Superintendent.

OFFICE OF THE SECRETARY TO GOVERNMENT, DEVELOPMENT DEPARTMENT
APR 1940
8.9.59

Submitted for perusal.
The circulars 2 and 3 are flagged Q & R respectively.
2/4.

Dev Dept) 2/4

2nd. Asst) 14.4.40 2/4

NOTE—Contn. Sheet.

Circular No. 2.

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,
Dated Bangalore, 21st March 1940.

OFFICIAL MEMORANDUM

As indicated in para 12 of Circular No. 1, dated the 12th March 1940, which has already been sent to all Charge Superintendents, two copies of the printed cover of Charge List or General Register of Villages with inner sheets sufficient for the preparation of two registers are sent by separate packet. One of the registers after being prepared and stitched may be retained as office copy and the other forwarded to this office through the Sub-Division Officer and the Deputy Commissioner by the 1st June 1940. The number of sheets sent have been estimated after calculating the requirements of each charge and if the instructions printed on the cover are carefully followed the quantity supplied should be sufficient.

2. It is requested that the dates fixed for the preparation and submission of the register may be strictly adhered to.

P. H. KRISHNA RAO,
Census Superintendent.

To—The Amildars and Deputy Amildars.
The Presidents of Town Municipalities.

WD 3537—GPB—200—25-3-40

MYSORE CENSUS, 1941.

Circular No. 3

OFFICE OF THE CENSUS SUPERINTENDENT,
IN MYSORE, BANGALORE.

Dated 25th March 1940.

FROM

P. H. KRISHNA RAO, ESQ., M.A.,
Census Superintendent in Mysore,
Bangalore.

To

All Deputy Commissioners and
Presidents of City Areas.

SIR,

CENSUS CALENDAR FOR 1940-41.

The work in connection with the Census in the Districts and Cities is carried out in seven stages:—

(*i*) The first stage is the provisional formation of census divisions. This consists in the division of the country into charges, circles and blocks on the basis of the information available in the Khaneshumari accounts and similar sources. While proposing these divisions, the names of Enumerators and Supervisors for each provisional block and circle are also suggested. Circular Number 1, dated 12th March 1940 has already been issued in this connection.

(*ii*) The second stage is house-numbering. All houses and buildings in each block likely to be inhabited on the day of the Census are given numbers for census purposes. These numbers are distinct and separate from any numbers which may have been given to the houses for Municipal or Khaneshumari purposes.

(*iii*) The third stage is the final formation of census divisions. The division into blocks and circles made in the first instance is examined with reference to the information as to the exact number of houses in each block as ascertained by house-numbering. If any block is considered to be heavy or a circle too large, necessary changes are made so as to bring the area in each case within the limit considered sufficient for the jurisdiction of each census official. But as a general rule, it is best to adhere to the blocks formed during the last Census as it will facilitate comparison. Additions during the decade are best formed into new blocks.

(*iv*) Next comes the appointment and training of Census Officers. Supervisors and Enumerators for circles and blocks will be appointed, and the Officers who will have to superintend the census work will have to be initiated into the work of enumeration and enabled to train the Supervisors in their charges. The Supervisors in their turn will have to get the Enumerators of all the blocks within their circles and teach them how to enter the census forms on which information is collected at the Census. Practice forms will be supplied for this purpose.

(*v*) After practice enumeration comes preliminary enumeration. The Enumerator who has been trained to enter the forms will be given a list of the

houses in his block and required to go from house to house making entries in the forms for all persons resident in the block at the time of his visit. This operation will begin some time previous to the date fixed for the Census. The entries made by the Enumerator are to be checked by the Supervisor and higher Officers and any corrections found necessary effected. This goes on till almost the day of the Census, so that at the Census itself there should not be need for many corrections.

(*vi*) The final Census is the sixth stage in the process. The Enumerator goes with the preliminary record as revised in the previous stage to each house in his block on the day fixed for the Census, beginning his round at sunrise and closing it any time before 12 midnight. Each entry made for each house has to be verified with reference to the conditions existing on the day of the Census.

(*vii*) The seventh stage is the preparation of the provisional totals. The Supervisor of each circle meets his Enumerators in a place which has been previously fixed and obtains their enumeration records from them and gets totals made under certain heads and reports the result to higher authority. This is to be done on the morning next after the final Census.

2. A provisional Census Calendar is attached for information and guidance. A detailed Calendar for each stage will be issued as the work progresses.

3. I request that the Amildars and Presidents of Municipalities in the district and subordinate establishment in the cities may be asked to look up the records of the previous Census. The map for each charge showing the formation of circles and blocks at the last Census, the statements of circles and blocks and the Register of villages brought up-to-date are of primary importance. Other records will also be helpful in making arrangements for the coming Census.

4. Though the date of the final Census is still a good way off, work has to begin immediately in order that we might be in time in completing each stage. I have therefore the honour to request immediate attention on the part of all Officers to communications regarding the Census.

5. I am enclosing..... copies of this letter for your use in communicating the instructions to subordinate officers. Copies are being sent to all the charge Superintendents and Divisional census officers.

6. Officers receiving copies of this and later circulars may all be requested to file them carefully as only a limited number of copies of each is prepared and it may not be possible to send additional copies if the copies now sent are lost.

I have the honour to be,

Sir,

Your most obedient servant,

Census Superintendent.

PROVISIONAL CENSUS CALENDAR, 1940-41.

10th May	**1940**	... Formation of Census Divisions and submission of Charge lists by Charge Superintendents to the Divisional Census Officer.
20th „	„	... Submission of the Charge list to the Deputy Commissioner by the Divisional Census Officer.
1st June	„	... Forwardal of the Charge list to the Census Superintendent by the Deputy Commissioner.
15th „	„	... Return of the lists by the Census Superintendent to the Deputy Commissioners after scrutiny.
20th „	„	... Commencement of house-numbering and preparation of house lists in all charges.
July & Aug.	„	... Check of house-numbering and supervision of the preparation of house lists by Divisional Officers.
September	„	... Completion of house-numbering and preparation of house lists in all charges and formulation of final proposals in charge lists.
October	„	... Return of final charge lists after approval by the Census Superintendent and preparation of duplicate house lists and circle lists by charges.
1st to 10th November	„	Appointment of Enumerators and Supervisors and issue of Circle lists, Circle maps and house lists to Supervisors.
10th to 15th November	„	Training of Supervisors by Charge Superintendents.
15th to 30th November	„	Training of Enumerators by Supervisors and checking of house-numbering by Supervisors and completion of the preparation of Block lists.
1st to 15th December	„	Issue of Enumeration books and Block lists to Enumerators.
15th to 30th December	„	Practice Enumeration.
January	**1941**	... Preliminary Enumeration.
1st to 15th February	„	Completion of Preliminary Enumeration and check by Supervisors.
15th to 28th February	„	Final check by higher officers.
1st March	„	... DATE OF CENSUS.

P. H. KRISHNA RAO,
Census Superintendent.

WD 3563—GPB—300—28-3-10